

# Community Right to Know Electronic Reporting

Office of Pollution Prevention and Right to Know

NJDEP Online - Windows Internet Explorer

http://www.nj.gov/dep/online/

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Favorites NJDEP Online

new jersey department of environmental protection  
njdep online  
your portal to e-government services

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### Welcome to New Jersey Department of Environmental Protection's (NJDEP) Online Business Portal

NJDEP Online can now be accessed via the myNewJersey Portal at <http://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

**NEW** [NJDEP Online New User Registration Instructional Video](#) (Video will open in a new window. Please make sure your computer volume is enabled.)

[NJDEP Online New User Registration Instructions](#) (Please read the instructions thoroughly before continuing. Instructions will open in a new window so you can print them or follow along. If you do not have Adobe's free Acrobat Pdf reader please download it [here](#) in order to read or save the instructions.)

**NEW USERS Request Access to NJDEP Online**

**Registered and Non-Registered Services:**

NJDEP Online offers two different types of online services, Registered and Non-Registered.

<p><b>Registered Services</b> require users to create a NJDEP Online and myNewJersey account:</p> <ul style="list-style-type: none"><li>• <a href="#">View Registered Services</a> (You must be logged in to use these services)</li></ul>	<p><b>Non-Registered Services</b> do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:</p> <ul style="list-style-type: none"><li>• <a href="#">Pay a Paper Invoice</a> (Certain invoice types are not available for online payment)</li><li>• <a href="#">Documents and Forms</a></li><li>• <a href="#">Pay for a License</a></li><li>• <a href="#">Pesticide Product Registration</a></li><li>• <a href="#">Saltwater Angler Registration</a></li></ul>
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**Already a registered user?**

**Log in to NJDEP Online**

*Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.*



**Note: For use with Mozilla Firefox 3.5 or higher or Microsoft Internet Explorer 7.0 or higher.**

[Forgot your password?](#)

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Use this page to request access to your permit information through NJDEP Online:

\*Contact Name:

\*Organization Name:

\*E-Mail Address:

\*Confirm E-Mail:

Request

**Complete all fields then click Request.**



Help  
More information on myNewJersey

- 1. Request access to NJDEP Online
- 2. Link Your NJDEP Online service to your myNewJersey account
- 3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below.

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is  and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID  If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password  Question you want us to ask

Retype your password  Your answer

First name  Email address

Last name  Retype your email address

\* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

Documents and Forms Non-Registered Services Registered Services

Version: 4.10 Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account. Help | Back to MyNJ

CONTACT INFORMATION

- 1 - Add Contact Info
- 2 - Request Certification PIN
- 3 - View Facilities

Please Note You may click on a previously visited page (above) to navigate back to that screen.

This account setup process is for the new NJDEP Online. Please ensure that you complete the setup before closing your browser.

<b>* First Name:</b>	<input type="text" value="Jean"/>	<b>Address Line 1:</b>	<input type="text" value="401 East State Street"/>
<b>Middle Initial:</b>	<input type="text"/>	<b>Address Line 2:</b>	<input type="text"/>
<b>* Last Name:</b>	<input type="text" value="DiGiore"/>	<b>Address Line 3:</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>	<b>City:</b>	<input type="text" value="Trenton (Mercer)"/>
<b>* E-Mail Address:</b>	<input type="text" value="ejdigiore@jacksonsd.nj.us"/>	<b>State:</b>	<input type="text" value="New Jersey"/>
<b>* Confirm E-Mail:</b>	<input type="text" value="ejdigiore@jacksonsd.nj.us"/>	<b>Zip:</b>	<input type="text" value="08625"/>
<b>Organization Name:</b>	<input type="text" value="NJDEP"/>		
<b>Organization Type:</b>	<input type="text" value="State"/>		

CONTACT NUMBERS

Note: At least one contact number is required. You do not have any contact numbers. Click 'Add Contact Number' to add one.

Add Contact Number Continue Clear



NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP\_RSP/Orchestrate.do

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Search:  search

njhome | citizen | business | government | services A to Z | departments

new jersey njdep department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

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**ADD CONTACT NUMBER**

**Note:** Contact number must be entered without dashes. Ex: 6092922082

\*Contact # Type:

\* Contact Number:

Extension:

Comments:

Done Internet 100%

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Favorites NJDEP Online

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### CONTACT INFORMATION

1 - Add Contact Info

2 - Request Certification PIN

3 - View Facilities

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

<b>* First Name:</b>	<input type="text" value="Jean"/>	<b>Address Line 1:</b>	<input type="text" value="401 East State Street"/>
<b>Middle Initial:</b>	<input type="text"/>	<b>Address Line 2:</b>	<input type="text"/>
<b>* Last Name:</b>	<input type="text" value="DiGiore"/>	<b>Address Line 3:</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>	<b>City:</b>	<input type="text" value="Trenton (Mercer)"/>
<b>* E-Mail Address:</b>	<input type="text" value="ejdigiore@jacksonsd.nj.us"/>	<b>State:</b>	<input type="text" value="New Jersey"/>
<b>* Confirm E-Mail:</b>	<input type="text" value="ejdigiore@jacksonsd.nj.us"/>	<b>Zip:</b>	<input type="text" value="08625"/>
<b>Organization Name:</b>	<input type="text" value="NJDEP"/>		
<b>Organization Type:</b>	<input type="text" value="State"/>		

### CONTACT NUMBERS

**Note:** At least one contact number is required.

Phone Number	Type	Remove	Edit
6097770518	Work Phone Number		

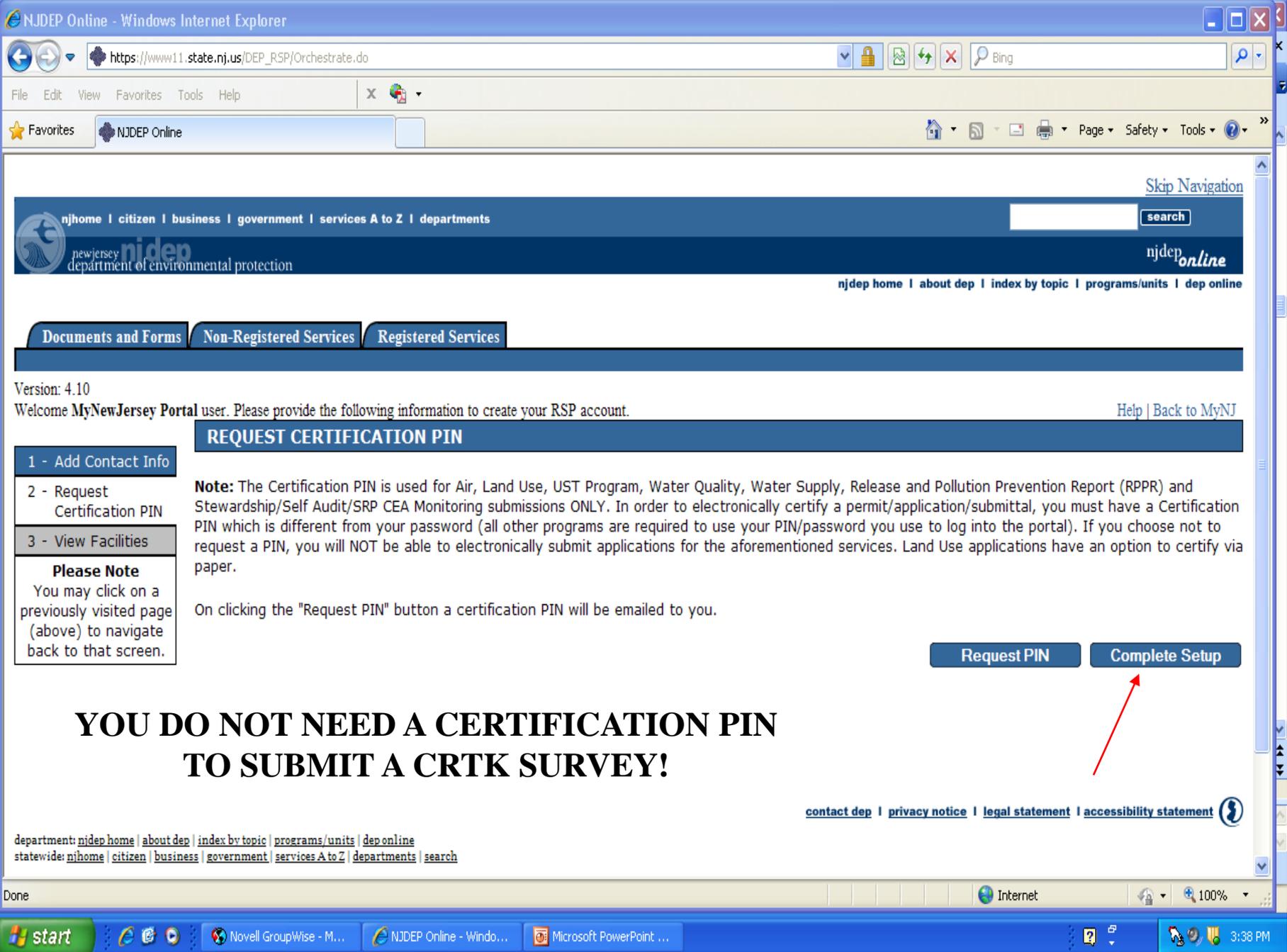
Clicking a column title will sort the table by that column.

[Add Contact Number](#) [Continue](#) [Clear](#)

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- Registered Services

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## REQUEST CERTIFICATION PIN

- 1 - Add Contact Info
- 2 - Request Certification PIN
- 3 - View Facilities

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

**Note:** The Certification PIN is used for Air, Land Use, UST Program, Water Quality, Water Supply, Release and Pollution Prevention Report (RPPR) and Stewardship/Self Audit/SRP CEA Monitoring submissions ONLY. In order to electronically certify a permit/application/submittal, you must have a Certification PIN which is different from your password (all other programs are required to use your PIN/password you use to log into the portal). If you choose not to request a PIN, you will NOT be able to electronically submit applications for the aforementioned services. Land Use applications have an option to certify via paper.

On clicking the "Request PIN" button a certification PIN will be emailed to you.

- 
- 



# YOU DO NOT NEED A CERTIFICATION PIN TO SUBMIT A CRTK SURVEY!

NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP\_RSP/Orchestrate.do

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MSRP Annual Report

**Division of Land Use Regulation**

Apply for Land Use Permit

**Underground Storage Tank (UST) Program**

UST Notice of Intent to Close

Initial UST Registration

Modification of UST Registration

Renewal of UST Registration

**Well Permitting**

Well Permitting Service Selection

NOx RACT Combustion Adjustment

Excess Emission Monitoring Performance Reports (EEMPR)

Periodic Compliance Certification

Diesel Retrofit Program

**Right to Know and Pollution Prevention Program**

Community Right To Know Survey

Release and Pollution Prevention Report and Pollution Prevention Plan Summary

**Water Monitoring**

Volunteer Water Monitoring Program

Water Quality Data Exchange

**Water Supply**

Drinking Water(eDWR)

Private Well Testing Act (PWTA) Analytical Results

Water Diversion, Water Utilization and Monitoring Results Submittal

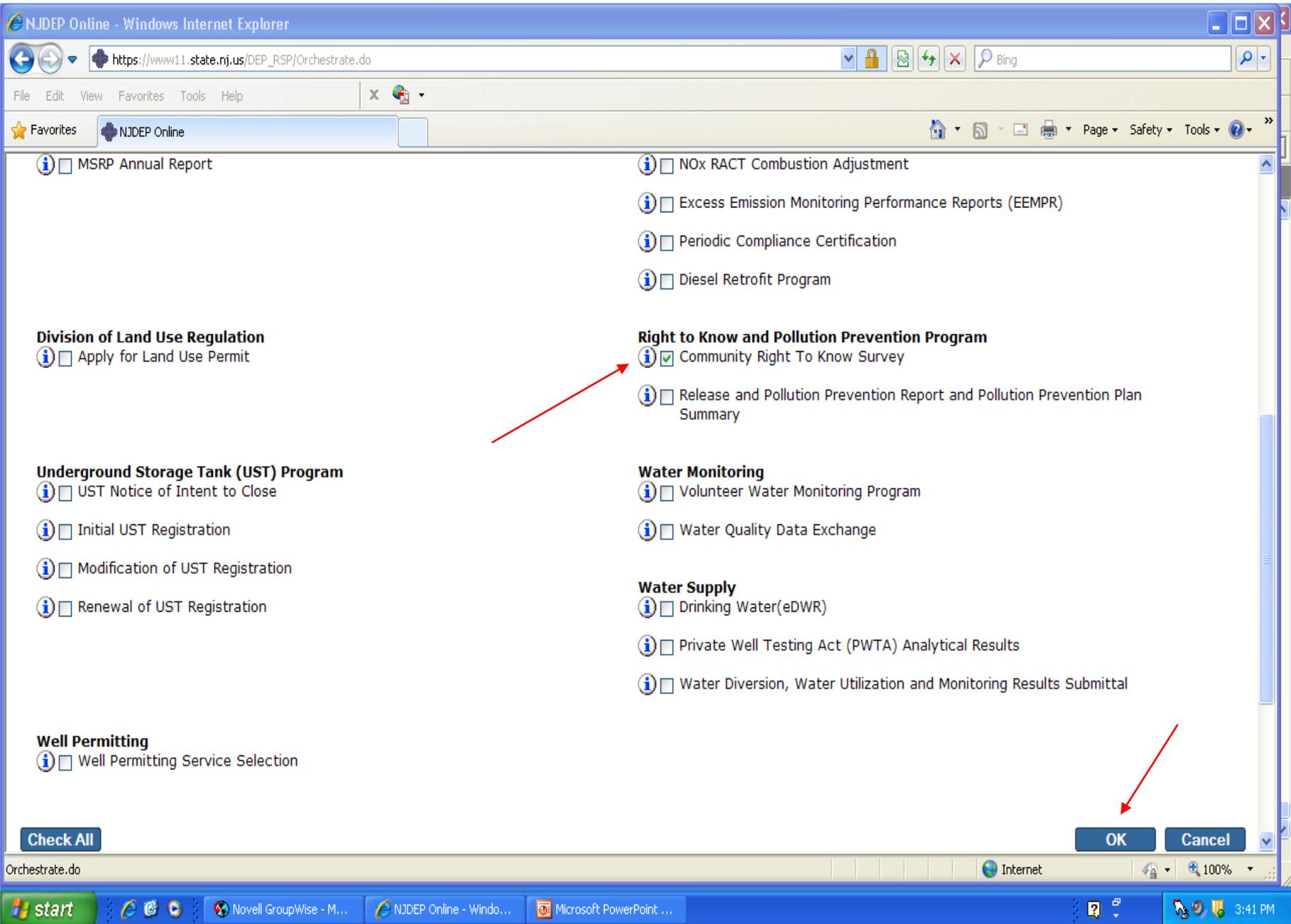
Check All

OK Cancel

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Search:  search

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newjersey njdep department of environmental protection njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

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Currently logged in: Jean DiGiore (JDIGIORE) [Help](#) | [Logout](#)

### PROGRAM LIST FOR SERVICES

You have selected some services that require facilities to be included in your profile. For each service listed, you will need to add at least one facility from one of the following listed programs. If a service is listed multiple times, you must add one or more facilities to your profile prior to accessing that service.

Service Description	Program
Community Right To Know Survey	Right To Know

Clicking a column title will sort the table by that column.

### My Facilities

**Note:** You may add facilities by clicking the "Add Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

[Add Facilities](#)

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**My Workspace** | **User Profile** | **Certifications** | **Payments** | **Documents and Forms** | **Permit Folder**

[Edit Personal Info](#) | [Request Cert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

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## FACILITY SEARCH

### Pick the search you want to perform:

- Retrieve only those facilities that match the search criteria
- Retrieve the sites and all of the site's facilities that match the search criteria
- Retrieve NJPDES Permit Numbers
- Retrieve the facilities that are associated with an Alternate ID

(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name:

Facility ID:  (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

**SEARCH BY FACILITY ID OR FACILITY NAME, NOT BOTH!**

Search

Complete Setup

View Facilities

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https://www11.state.nj.us/DEP\_RSP/Orchestrate.do

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Search:  Bing

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 newjersey **njdep**  
 department of environmental protection

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[Edit Personal Info](#) | [Request Cert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

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### FACILITY SEARCH RESULTS

Facility	Facility ID	Program	Program Interest	County	Municipality
<input checked="" type="checkbox"/> TEST FACILITY 5	00000054209	Right To Know		Mercer	Trenton City

Clicking a column title will sort the table by that column.

**1 - Specify Search Criteria**

**2 - Select Facilities**

**Please Note**  
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### MY WORKSPACE

#### Service Selection

**Note:** Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

**Right to Know and Pollution Prevention Program**  
[Community Right To Know Survey](#)

[Configure Services](#)

#### My Facilities/Program Interests

**Note:** You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
TEST FACILITY 5	00000054209	Right To Know	General				

Clicking a column title will sort the table by that column.

[Add Facilities](#)

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